

**TEMPORARY SEASONAL
PART-TIME JOB ANNOUNCEMENT
FOR STORMWATER DEPARTMENT**

City of Martinsburg
232 N. Queen St.
Martinsburg, WV 25402

The City of Martinsburg is accepting applications for **Temporary, Seasonal, Part-time Employees** to assist in Geographic Information Systems (GIS) data collection, digitization, and processing efforts. The temporary employment will be forty (40) hours per week for no longer than ninety (90) days. The pay rate is \$13.00 per hour with no benefits. Applicants must be at least 18 years of age. Start date will be late-May, early June 2018. There are two (2) positions advertised under this announcement.

Applicants must have recently completed an undergraduate degree in environmental science, engineering, geography or related field, or are presently a Junior or Senior in pursuit of said degree. Experience editing ArcGIS data layers and maps is preferred. Valid driver's license is required.

Tasks and duties of the job, at a minimum, include the collection of GPS locations and condition information of stormwater infrastructure in assigned areas, digitizing and georeferencing existing engineering drawings of stormwater infrastructure, and the creation of a geodatabase of all collected field data and georeferenced documentation. Applicants will also create a digital inventory of all scanned materials and upload to network drive. Applicants may also be asked to contribute to other Department projects as assigned by the Stormwater Coordinator.

Necessary knowledge, skills and abilities include the following items:

Knowledge of Windows, ArcGIS, and Microsoft Office, ability to research and understand technical documentation, knowledge and/or interest in stormwater management and emerging trends, excellent analytical, problem-solving and practical skills, the ability to read maps and technical drawings, the ability to operate a digital camera and a GPS unit, the ability to communicate effectively, both verbally and in writing, the ability to establish and maintain effective working relationships with City officials and the general public, the ability to work independently with little direction including prioritization of workload and managing schedule, the ability to handle confidential information and matters in a discreet and professional manner, and the ability to work a flexible schedule to accommodate meetings and activities related to the job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle, feel or operate objects and to reach with hands and arms. The employee is frequently required to sit, stand, walk, bend, kneel, talk, hear and smell. Essential functions may require maintaining physical condition necessary for walking rough terrain and climbing inclines at work sites. The employee may also be exposed to conditions and hazards associated with construction sites and potentially hazardous materials and equipment, fumes or vapors. Work may be performed in enclosed spaces. Use of appropriate safety equipment is required. The employee may occasionally lift and/or move up to 50 pounds. The noise level in the work environment is usually moderately quiet in the office and moderately loud while performing field work. The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The duties listed above are intended only as illustrations of the various types of work that may be performed. The omission of specific statements of duties does not exclude them from the position if the work is similar, related or a logical assignment to the position.

This job description does not constitute an employment agreement between the City of Martinsburg and the employee and is subject to change by the City as the need arises.

If interested in this position you may obtain a City of Martinsburg employment application on the City website at www.cityofmartinsburg.org, make application through your college or university using their online portal, or at City Hall at 232 N. Queen St. on the second floor in the cashier's office. When making application, please include up to two pages, front and back, detailing experience you bring to the position and a minimum of one reference from an instructor or others professional that can speak to your work product. This should also include relevant coursework and projects completed in and out of the classroom. For any questions about the position, please email Chad Minnick, Stormwater Coordinator, at cminnick@cityofmartinsburg.org.